



Position Available
Research Supervisor/Grand Rapids
Michigan Court of Appeals

The Michigan Court of Appeals is currently seeking qualified applicants for the position of Research Supervisor. This position will direct the work activities of designated senior research attorneys, limited-term research attorneys and support staff employed by the Michigan Court of Appeals in the Grand Rapids location. Primary responsibilities include, but are not limited to, the following:

- In consultation with division leader, develop staff objectives based on the Court's division plan.
- Lead a research office staff, which includes determining human resource needs, recruiting highly qualified staff, determining staff development needs and providing development resources, recognition, discipline, and compensation recommendations.
- Develop concise performance communication plans (PCPs) for designated senior research attorneys and support staff. Meet with staff regarding plans at an appropriate frequency and document those meetings.
- Review and edit the research reports and proposed opinions prepared by the designated senior research attorneys and research attorneys for problems with formatting, clarity in writing, factual errors or ambiguities, presentation, organization and legal reasoning. Ensure that the research reports and proposed opinions adhere to applicable rules and conventions prescribed in the research manual and the Michigan Appellate Opinion Manual.
- Ensure that research reports and proposed opinions are uploaded and available to case call panels in a timely manner.
- Supervise the workload distribution and workload activities of the research office staff, including generating and reviewing management and activity lists, to ensure that the office is achieving division plans.
- Interview and select applicants recruited by the research director for limited-term research attorney position. Train and develop new attorneys to independently produce research reports and proposed opinions at the quality standards set forth in the research manual. Meet with research attorneys regarding performance at an appropriate frequency and document those meetings.
- Oversee the preparation of monthly statistical reports regarding production of the designated senior research attorneys and research attorneys for the research director.

EDUCATION AND EXPERIENCE: Three or more years of experience in appellate law. Juris Doctor (JD) from an accredited law school. Excellent legal writing, legal research, editing, and analytical skills, and excellent interpersonal and communication skills are required for this position.

WORK LOCATION: Grand Rapids State Office Building, Grand Rapids, Michigan. Occasional travel to various sites throughout Michigan.

TO APPLY: Please send your cover letter, résumé, and writing sample (in Word or Adobe Acrobat format) to jobapps@courts.mi.gov. If you are unable to send applicant materials electronically, they may be mailed to:

Judicial Human Resources
Michigan Court of Appeals
Attn: Research Supervisor Position
P.O. Box 30052
Lansing, MI 48909

POSTING DEADLINE: March 28, 2016 (5:00 p.m.)

AN EQUAL OPPORTUNITY EMPLOYER